




# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE

	<b>Policy Number:</b> 241-10	<b>Effective Date:</b> 04/23/2018	
	<b>Subject:</b> Mobile Command Vehicle		
	<b>Approved by:</b>  <b>Steven D. Hebbe, Chief of Police</b>		

### **PURPOSE:**

To establish guidelines for the operation of the Mobile Command Vehicle.

### **POLICY:**

It is the policy of the Farmington Police Department to maintain a Mobile Command Vehicle (MCV) to provide on-scene operational command and communication capabilities for personnel involved in critical incidents or for the support of police personnel during those incidents requiring extended police presence.

### **PROCEDURE:**

The MCV is equipped for use in unusual occurrences of a critical nature and for events which require a police presence for an extended duration. Secondary functions for the vehicle include Driving While Intoxicated (DWI) checkpoints, major crime scene investigations, special events, public relations activities, community oriented policing activities and other duties as designated by the Support Services Division (SSD) Lieutenant, or designee.

The non-emergency use of the MCV is secondary to any emergency deployment approved by the appropriate personnel.

### **Operational Objectives:**

The MCV falls under the direction of the SSD Lieutenant and is equipped for the use and support of police personnel in the field. The MCV is a self-contained mobile field office and communication support center. The vehicle is utilized to enhance overall command capabilities for critical incident situations and to maintain on-scene personnel for extended operational needs.

### **Command Post Operators:**

Any non-probationary personnel may be assigned the position of Command Post Operator (CPO). Operators are assigned by the Support Services Division Lieutenant. No special license is required by the State of New Mexico to operate the MCV; however, additional training is required by the Department.

All new CPOs shall complete a (9) hour in-house driver training course in the operation of large vehicles, and are additionally trained in the operation and care of the equipment housed within the MCV. A complete set of keys for the MCV is maintained in a key-box at the vehicle's substation storage location.

CPOs are subject to call-outs for critical situations or as deemed appropriate by a Division/Shift Lieutenant or SWAT Commander. CPOs serve in a voluntary position, and therefore, are not paid for an on-call status. An updated list of CPOs is maintained by the SSD Lieutenant and is distributed to the Communication Center, Police Administration, SWAT Commander and Shift/Division Lieutenants, as it is updated.

A Chief Command Post Operator is assigned by the SSD Lieutenant. The Lead CPO is responsible for the overall maintenance, supplies, inventory and relevant log books associated with the MCV. The Lead CPO is also tasked with assuring that each new CPO receives the required operational driver training and orientation of the MCV's equipment. The Lead CPO will be notified of any damage or operational malfunctions related to the MCV, as well as maintenance matters or inventory replacement requirements by the CPO responsible for the MCV at the time they occur or are discovered.

### **Conditions and Limitations of Use:**

The MCV is utilized in situations which require a forward command post for the purpose of coordinating the efforts of deployed forces, as a communications outpost, and to maintain personnel on scenes or operations requiring police presence for an extended period of time.

The MCV is an all-weather vehicle equipped for responses under normal weather conditions as found around the Farmington Police Department's jurisdiction. Under extreme weather conditions, deployment should be evaluated by the CPO and supervisory personnel. The MCV is a large, heavy, mobile structure which is not intended for off-road use. As such, it is limited to roadways and passageways accessible by traditional vehicular traffic. Due to its large dimensions, a suitable level location should be selected which allows for easy ingress, egress and setup, as best as is possible. In addition, where possible, the MCV's setup location should be in close proximity to available external power and phone outlet sources.

### **Authorization for Use:**

**Critical Incident Occurrences:** The on-scene supervisor determines if the MCV is needed based upon the situation, with final approval resting with the supervisor's Lieutenant, or approval of the SSD Lieutenant or SWAT Commander in the absence of the Supervisor's Lieutenant. Although the MCV may not be needed at the onset of an event, personnel in the field should communicate the potential need for the MCV and its equipment to the on-scene supervisor. The requester should also transmit the exact location where the MCV should report, as well as the best route by which to arrive at the desired location. If the on-scene supervisor receives approval for the deployment of the MCV, they notify the San Juan County Communications Authority (SJCCA) of the required need. SJCCA will then contact an on-duty CPO to advise them of the request. If an on-duty CPO is unavailable, or no CPOs are on-duty at the time, the SJCCA will cycle through the supplied list of operators until an available CPO is contacted.

**DWI Checkpoint:** The MCV is specially equipped to be utilized at DWI checkpoints. It has an on-board generator for powering the checkpoint lighting system, computers and printers for arrest processing, as well as other electronic devices. The unit is also equipped to maintain police personnel during the course of the checkpoint.

The acting traffic grant administrator notifies the Lead CPO of a pending DWI checkpoint two weeks in advance and arrangements are made to have a CPO available for the operation. The date and time of the checkpoint is noted on the MCV event calendar maintained by the Lead CPO. At the checkpoint, the CPO is responsible for preparing the vehicle for use, maintaining the vehicle during the checkpoint, and assisting the checkpoint officers.

**Community Events:** The MCV is frequently utilized for special events, community policing activities, and other activities, as approved by the SSD Lieutenant or designee. Requests for use of the MCV should be made a minimum of two weeks prior to the event. The request should include when, where, and how the MCV is to be utilized. After review and approval for the use of the MCV, the date and time is logged into the MCV event calendar maintained by the Lead CPO. A CPO is assigned to deploy the vehicle and maintain it during its usage.

#### **Requested Use by Outside Agencies:**

The MCV is available for use by outside agencies during emergency situations. The department head or designee of the outside agency makes the request for the MCV directly to the Chief of Police, SSD Lieutenant or their designee. A decision as to whether or not the MCV is to be utilized is made after all relevant facts pertaining to the request have been gathered and evaluated.

If the request is to be granted, a CPO is contacted and assigned to transport, set up and maintain the MCV for the outside agency. If the MCV is to be used for an extended period of time, rotation of CPOs may be required. The MCV is to be maintained and controlled by Farmington Police Personnel at all times. As such, for incidents of short duration, the Farmington Police Department does not require reimbursement from the requesting agency for expenses associated with the MCV's use. In the event an incident's duration becomes prolonged, expenses associated with the operation of the MCV may fall under the ICS finance system. In the absence of an implementation of the ICS system, it is the responsibility of the Police Administration to determine if an agreement is necessary with the requesting agency to cover the expenses of the MCV's continued use and maintenance at the incident.

The CPO follows all Farmington Police Department policies and procedures when operating the MCV for an outside agency. If a conflict over the use of the MCV should arise, the CPO will respectfully inform the on-scene commander of the conflict and try to seek a resolution. If no resolution is reached, the CPO will make every effort to contact the Chief of Police, SSD Lieutenant or their designee to advise them of the situation. The CPO has the responsibility and authority to refuse to follow any request from an outside agency that they feel violates Department policy and procedures, applicable laws, or the safety and wellbeing of the MCV's occupants, or the operational integrity of the MCV. The CPO will submit a detailed memorandum addressed to the Chief of Police and SSD Lieutenant at the conclusion of the event outlining the use of the MCV and any conflicts that may have occurred.

## **Maintenance and Care:**

When not in use, the MCV is stored at a designated location. The vehicle and its designated storage area are maintained by the CPOs. The vehicle is cleaned and fueled after each use, as necessary. Cleaning supplies are maintained in the designated storage area. An inventory of frequently used and critical supplies is maintained in a designated storage area for immediate replenishment.

The MCV is inspected on an every-other-month schedule (starting with the calendar month of January) by the Lead CPO, or an arranged substitute. The inspection includes testing all critical equipment and visual inspection of the entire MCV inventory. The inspection is recorded on an inspection checklist and filed in the driver's log book stored in the MCV. Any missing, broken or out-of-service equipment is noted in the log book. Every effort will be made to replace or fix out-of-service equipment as soon as possible. The SSD Lieutenant and SWAT Commander are to be notified immediately of any out-of-service equipment which is of a critical nature, or if the MCV itself is placed out-of-service.

Regular vehicle maintenance is scheduled at the City Municipal Operations Center (MOC). The vehicle should be delivered when requested and retrieved as soon as the maintenance is completed. If maintenance is not completed prior to the end of the day, the MCV should be stored inside, if at all possible, and considered out-of-service.

Any maintenance is recorded in the maintenance log sheet and stored in the driver's log book. The generator for the MCV is scheduled for maintenance at MOC according to its assigned schedule. A record of the generator maintenance is also maintained in the driver's log book.

## **Equipment:**

No weapons are assigned, maintained or permanently housed in the MCV; however, a basic supply of handgun, shotgun and rifle ammunition is stored in a locked compartment with the unit. In order to facilitate the efficient inventory of ammunition supplies, which, by their very nature are of a sensitive, high risk, nature, ammunition supplies are kept in complete, unopened cases only. The ammunition cases are sealed with tamper-resistant seals and initialed by the Lead CPO. The MCV is equipped with a basic supply of various equipment and items, to include: toolkit, coffee, water, MREs (meals ready to eat), medical kit and various office supplies. Other equipment may be required for specialized operations and equipment needs may vary as duty assignments require.